

6 AUG 1964

MEMORANDUM FOR: Deputy Director for Support

**SUBJECT : Space Requirements - Possible Evacuation
of Potomac Park Area and Release of
1717 H Street**

1. This memorandum is for information only.

2. It must be anticipated that the scheduled road and tunnel work along Independence Avenue together with the ultimate demolition of the [] Building and the three temporary buildings in the Potomac Park area will create a serious space problem for the Agency.

3. We are presently assigned approximately [] ft. of space in the three temporary buildings and the [] Building. (Tab A attached)

4. We now have three floors (3rd, 4th and 5th) of the 1717 H Street building with a total of approximately [] ft. of useable space. One unit is scheduled to vacate approximately [] ft. of the 5th floor on or about 1 September. However, we have a request for increased assignment in the building amounting to [] ft., so after 1 September our total occupancy will be approximately [] ft. (Tab B) It must be noted that our 1717 H Street units are not average office space users and they will be considerably more expensive to relocate than the average office.

5. We must accept the fact that our continued occupancy of the four buildings in the Potomac Park area will become more and more difficult. Also since the Bureau of Public Roads wishes to consolidate their people in the 1717 H Street building by obtaining the space we occupy there, it appears more and more desirable for us to consolidate our functions housed in the above mentioned five buildings into one location which will provide a minimum of [] net useable sq. ft. of space.

6. It must be pointed out that a large percentage of our employees who would work in such a building live in the N. W. District of Columbia and adjoining areas of Virginia and Maryland. Another major consideration in the selection of a building should be the proximity to our Langley Headquarters and also of major importance is the distance between such a building and our satellite telephone switchboard which is located at 2430 E Street, N. W.

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(S/

[Redacted]

Acting Director of Logistics

Attachments

Tab A

Tab B

Distribution:

Original & 1 - Addressee
1 - OL/LSD
1 - OL Files
1 - OL/RECD Official
1 - OL/RECD Chrono
1 - D/L Chrono

OL/RECD/[Redacted]:mew
(5 August 1964)

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